

#### Greetings!

It's that time again—Conservation Day Camp is only a month away. We hope you will discover nature with us this summer! Session one, June 11-13, will be for kids going into grades 3-5. Session two, June 18-20, will be for kids going into grades 6-8. Camp runs from 8:00 a.m. to noon at the Northeast Regional Office in Kirksville.

This year's activities will follow Brian's story from the book "Hatchet." We suggest that participants read the story before camp begins. We do have a few copies that can be borrowed. Our focus will be on the necessities of life and how to meet those needs in the wild, including lots of hands-on activities. Participants should be prepared to get dirty and/or wet each day.

We have included an application to join us. If you can't make it, please pass it on to a friend. Registration is required by June 3 and all forms must be turned in by June 7. You can contact me, Karen Armstrong, at 660-785-2420 if you have any questions.

See you soon!

Sincerely

Karen Armstrong





# Northeast Regional Office



# 2013 Conservation Day Camp

Parent/Camper Handbook

#### Welcome

I would like to take this opportunity to welcome you to the 2013 Northeast Regional Office's Day Camp program. We greatly appreciate the opportunity to interact with your child and introduce them to activities they may not normally have the opportunity to do over the summer. We take special care in planning our activities, policies, and procedures to assure quality and safety while offering the campers exciting new experiences.

Please take a moment to read this handbook, which will explain the program. Return all necessary forms by June 3, 2013. We will confirm your registration upon receipt of these forms. Also, please feel free to call me, Karen Armstrong, with any questions, comments, or concerns as I am always trying to make improvements in our programs. I can be reached at (660) 785-2420.

#### **Dates & Times and Locations**

Camp will be held at the Northeast Regional Office in Kirksville. Dates are:

- June 11, 12, 13 for students entering 3<sup>rd</sup> grade through 5<sup>th</sup> grade in the fall of 2013
- June 18, 19, 20 for students entering 6<sup>th</sup> grade through 8<sup>th</sup> grade in the fall of 2013

Camp hours are Tuesday - Thursday from 8:00 a.m. to 12:00 p.m.

- You may drop your child off at 8:00 a.m.
- Your child must be picked up no later than 12:15 p.m.

#### **Staff**

Our Conservation Day Camp staff is comprised of an Education Consultant and a Naturalist employed by the Missouri Department of Conservation. Both are experienced in working with children and have had training in First Aid/CPR. All Camp staff members are well trained and highly skilled in their respective areas of expertise.

#### **Camper Code of Conduct**

The Northeast Regional Office's Conservation Day Camp provides opportunities for kids of all ability levels. The goal of day camp is to provide for the personal growth and enjoyment of each camper in a safe and friendly environment.

The Missouri Department of Conservation expects camp participants to always display appropriate behavior. We have developed guidelines listed in this handbook to help make camp safe and enjoyable for all. In addition, the staff may develop additional rules for particular programs, as they deem necessary. The following are the general policies used at day camp:

The following actions will result in <u>immediate removal from camp</u>; persons who endanger the safety of themselves or others, damaging/defacing property, sexual harassment, false fire or 911

alarm, fighting, threatening another child or staff member, stealing, possession of fireworks, ammunition, guns, knives, alcohol, tobacco or any illegal substance. Our highest concern is SAFETY. The following steps will be taken if camp rules and regulations are not being followed:

- 1. 1<sup>st</sup> offense camper will be given a verbal warning
- 2. 2<sup>nd</sup> offense child will be given a five (5) minute time-out
- 3. 3<sup>rd</sup> offense child will receive a written reprimand and be given a fifteen (15) minute time-out
- 4. 4<sup>th</sup> offense meeting between child and camp staff. (Parent/guardian will be notified.)

Not cooperating while being disciplined will lead to additional time being added to the time-out period. No change in the behavior could result in a temporary suspension from day camp or possible dismissal from day camp.

We do not wish to frighten or concern anyone with these possible situations. The Missouri Department of Conservation is proud to offer a safe, friendly, and positive environment for all of its participants. However, to assure a successful program, we must abide by the above discipline policies. **There will be a zero tolerance stance taken on actions resulting in immediate removal.** We appreciate your support and cooperation in enforcing these practices. If you have any questions or concerns, please do not hesitate to call (660) 785-2420.

#### Guidelines

- Day camp will meet at the Northeast Regional Office just south of Kirksville on Highway 63 across from Days Inn on Tuesday, June 11 Thursday, June 13 and Tuesday, June 18 Thursday June 20; starting each day at 8:00. Campers should be escorted to the entrance door for check-in and check-out.
- All campers must be signed in to camp when arriving and out of camp when they leave by a parent/guardian. Children will not be released to anyone other than a parent or guardian without written and signed permission from the parent/guardian.
- Campers will not have use of the phones unless supervised by the camp staff.

#### **Camp Hints/General Information**

- Day camp is a combination of an indoor and outdoor experiences. Please send your child dressed in appropriate attire. These are kids, so they usually come home dirty.
- If you would like your child to wear sunscreen or insect repellent, please notify the counselor or camp director. You must supply any sunscreen or repellent for your child.
- Tennis shoes should be worn at all times. Day Camp is a combination of many different activities, so we ask that <u>no sandals or other open toed shoes be worn</u> so there are no injuries.
- We will provide cold water or juice for the campers throughout the day and a snack midmorning.

- Your interest in your child's activities at camp helps make them excited to come back each day. We suggest taking a few minutes each day to discuss the activities they participate in.
- If your child is ill or has a fever, please do not send him/her to camp. If your child becomes ill at camp, we will notify the parents/guardians and ask that someone picks up the child. If a parent is not available, the staff will call the emergency contacts. All campers must be fever free at least 24 hours before returning to camp.
- If there is an emergency on Tuesday through Thursday, June 11-13 or June 18-20, and you need to contact your child, please call Dee Thomas at the Northeast Regional Office at (660) 785-2420. If your child is injured and requires more than basic first aid, the camp staff will take the following steps:
  - 1. Paramedics will be called
  - 2. You or an emergency contact will be called to inform you of the situation.
  - 3. The injured will be transported to the hospital by paramedics and accompanied by a staff member.

#### **Forms**

The confidential informational and medical authorization forms provided must be mailed or brought to the NE Regional Office before your child attends camp. These forms will be kept on file with the information being available only to the camp staff.

#### **Lost and Found**

Campers are responsible for their own belongings (clothes, water bottle, etc.). Please put your child's name on everything he/she brings to camp. We will keep a lost and found at the Office. Your child should tell his/her counselor immediately if they have lost an item so the staff can check the lost and found. Lost and found items will be displayed at the end of each day, and disposed of at the end of camp. The NE Regional Office assumes no responsibility for your child's personal belongings. We strongly discourage campers from bringing anything of value to camp.

#### Finally...

Because you are entrusting us with the care of your child while they are at camp, please notify us of any medical conditions, disabilities, allergies, or any other situations requiring special attention by our camp staff. Our goal is to serve you in the most effective manner possible while maintaining confidentiality and accommodating your situation. Your child is a responsibility that we take very seriously and will do our very best to educate and entertain throughout the camp. If you have any suggestions or concerns, please let the camp staff or I know and we will discuss them with you.

## Missouri Department of Conservation Northeast Regional Office 3500 S. Baltimore, Kirksville, MO 63501

## Confidential Information Form

Camper's Name:	Age:	
Date of Birth: Sex:	School Grade Entering:	
Address:	City:	Zip:
Mother's/Guardian Name:		
Home Phone:	Work Phone:	
Father's/Guardian Name:		
Home Phone:	Work Phone:	
Emergency Contact:	Phone:	
Doctor:	Phone:	
Does Camper need any special assistance If yes, please explain:	<u> </u>	
Does Camper require any medications? Yes, then a medication procedures/form attend camp.	must be completed and return	•
Please describe any other medical conditional allergies):	·	

#### **Authorizations**

(Please sign appropriate blank)

My child has permission to be picked up by the following people: (We will require picture identification)

1	Phone # :	
2	Phone # :	
3	Phone # :	
4	Phone # :	
Medical Care In case of an accident or illness, if I cannot authorize the Missouri Department of Commy child transported to the nearest hospit	nservation staff to take approp	oriate measures of having
Signature of Parent/Guardian		Date

Please fill out this form and deliver or mail it to Northeast Regional Office by June 3, 2012.

If the form is not received at NE Regional Office, your child will not be able to participate in our Conservation Day Camp.

Thank You!

### Conservation Day Camp Medication Policy & Procedures

Campers are not allowed to have medications of any kind in their possession during day camp. We urge parents to check with their child's physician to see if an alternate medication can be given at home. Our preference is that our staff not be responsible for assuring campers take their medication. However, if a camper does require medication - included asthma inhalers - during camp hours, then all medications will be given in accordance with the following policies:

- 1. Before day camp begins we must have a medication release form signed by the parent/guardian on file for each medication the camper is to receive. The release form is attached.
- 2. Parents must provide a letter from the prescribing physician stating the diagnosis and confirming the need for medication during camp hours. Included in this letter must be the physician's prescription for all medications the camper will be taking at camp. Any changes in medication, dosage, or time must be documented in writing by the prescribing physician and given to the Northeast Regional Office.
- 3. These required documents (including the release form) must be provided for the Northeast Regional Office before the first day of camp.
- 4. All medication given must be in the original prescription bottle from the pharmacy when given to the Education Staff on Tuesday morning. We recommend bringing only three days worth of medication to camp on Tuesday. Campers will be responsible for their own asthma inhaler and staff must have a medication release on file for the inhaler.
- 5. Parents are responsible for ensuring that their child has enough medication at camp.
- 6. The camper, accompanied by a counselor, is responsible for coming to the Education Staff to receive medication at the scheduled times. The camper will be responsible for notifying the camp director when he/she uses their inhaler other than the prescribed time.
- 7. Staff will be responsible for documenting all actions pertaining to medication at camp including the use of the inhaler.
- 8. At the end of the camp (unless otherwise requested) any unused medication and the prescription bottle will be given to the adult responsible for the camper.

# **Conservation Day Camp Medication Release Form**

Name of Parent/Guardian:	
Address:	
City:	Zip:
Phone:	
Home:	Work:
Cell:	Pager:
I affirm that I am the legal parent/gu  Conservation/Northeast Regional O	uardian of (day camper's name) and agree to follow the Missouri Department of ffice's policy that medication is not to be in the possession of
the day camper. I have attached a le	tter from the prescribing physician specifying the need for y camp and authorize the Missouri Department of
Conservation/ Northeast Regional C following medication based on the i	Office's designated staff person to ensure my child takes the instructions found on the label.
Medication:	Prescription Number:
To be given at time(s) of day	on these days
Dosage Needed (i.e. one tablet, ½ ta	ablet, etc.):
Describe any side effects from the r	nedication we need to be aware off:
I recognize that the Missouri Depart	tment of Conservation/Northeast Regional Office's
_	sponsible for ensuring my child takes the above medication, is further acknowledge that neither such person nor the Missouri
Department of Conservation/Northe	east Regional Office shall be responsible for or liable in hen taken in accordance with the instructions on the label.
Signed:	Date:
Parent/Guardian	